



NEW MEXICO ACTIVITIES ASSOCIATION
NEW MEXICO ATHLETIC DIRECTORS ASSOCIATION



Memorandum

June 27, 2016

To: High School Athletic Directors

From: Joe Butler, Assistant Director for Sports, NMAA
Scott Evans, Executive Director, NMADA

RE: NMAA/NMADA SUMMER MEETINGS AND INFO – SCHOOL YEAR 2016-17

1. NMAA Contact Information. Please go to the NMAA website, www.nmact.org, click on "For Athletic Directors", then click on "2016-17 AD Contact Information". Corrections/updates to Bill Cleland at: bill@nmact.org.
2. NMADA Membership. Enclosed is a 2016-17 membership form. Support your professional organization. Benefits include: "NMADA News", Scholar-Athlete Awards, AD Awards, LTC/NIAAA promotions, etc.
3. NIAAA Leadership Training Courses – July 25, 2016*. Three LTC courses will be offered on Monday, July 25, 2016. Enclosed is a flyer with course and CAA/CMAA info, registration form on the back, pre-reg. 7/11/2016.
4. Project Heart Start Facilitators*. Facilitator training for Project Heart Start will be held on Tuesday, July 26th, 8:30-9:50am. Schools new to PHS should contact Amanda Gabaldon, PHS coordinator, 505.843.2814.
5. SAEA Reporting System*. Presentation by NMPED/NMADA on Tuesday, July 26th, 9:00 – 10:20; gathering data, system access, data entry as required by the School Athletics Equity Act, for new/novice athletic A.D.'s.
6. NMAA Eligibility & Coaching Guidelines*. There will be an NMHSCA Coaches Clinic session on NMAA eligibility and coaching guidelines for A.D.s (and coaches), on Tuesday, July 26th, 11:00am – 12:15pm.
7. NMAA Required A.D. Rules Clinic*. The required A.D. rules clinic is on Tuesday, July 26th, 3:15pm – 4:20pm. An alternative online version of the A.D. rules clinic will be available 8/1 to 8/31, same format as coach clinics.
8. NMADA General Membership Meeting*. There will be a general membership meeting of the NMADA on Tuesday, July 26th, 4:30pm – 5:45pm. Business meeting and DOOR PRIZES!
9. NMADA Board Meeting*. There will be a working breakfast meeting of the 2016-17 NMADA Board on Wednesday, July 27th, 7:00am – 8:30am.
10. NMAA/NMADA Rookie A.D. Workshop. Enclosed is an info and registration flyer for a workshop for new/novice athletic directors to be held on Wednesday, August 17, 2016 at the NMAA offices in Albuquerque.

**Events held in conjunction with the NMHSCA Summer Clinic, Crowne Plaza Hotel, Albuquerque, NM. Athletic Directors are encouraged to join NMHSCA and take advantage of all the clinic offerings – see www.nmhscs.com*



The New Mexico Athletic Directors Association Presents NIAAA Leadership Training Courses



***Monday, July 25, 2016
Crowne Plaza Hotel, Albuquerque, NM***

SPECIAL/LIMITED PROMOTION – NMADA MEMBER TAKING YOUR FIRST LTC COURSE? – Contact Scott Evans for a \$50.00 credit code – FIRST 10 REQUESTS

LTC 511 Athletic Admin.: Interscholastic Budgeting and Finance – Excel Spreadsheets

Monday, July 25th, 9:00am to 1:00pm, presented by Scott Evans, CMAA

This course of study provides an overview of accepted management practices and strategies. Included are budget models, timelines, documentation practices and suggested strategies for long range planning. A major component of this course will be desktop budget management using Excel spreadsheets. It is highly recommended that attendees bring a laptop computer with Windows 7 or higher and Excel.

LTC 608 Athletic Admin.: Management Strategies and Organization Techniques

Monday, July 25th, 1:00pm to 5:00pm, presented by Lawrence Johnson, CAA

This course is designed to inform athletic administrators how to more effectively organize and manage their time, apply time management principles, be more productive and have balance to life. Instruction will focus on 12 key components and strategies, including proven techniques and tips to teach participants how to: Set Goals and Priorities, Plan for Results, Organize for Success, Process Paperwork, Delegate Effectively, Eliminate Time Wasters, Enhance Decision-Making, Make Meetings Productive, Conquer Procrastination, Utilize Technology, Communicate Effectively and Reduce Stress.

LTC 790 Leadership Training Instructional Methods & Techniques

Monday, July 25th, 5:00pm to 9:00pm, presented by Larry Waters, CAA

Since its inception, the integrity of the NIAAA LTI program has been maintained through the consistent and accurate delivery of course curricula. LTC 790 ensures the consistent and accurate delivery of all LTI courses by first providing instructors with an awareness of the expectations that are placed upon them as course instructors, and then by providing instructors with the appropriate instructional strategies, methods and techniques necessary to properly deliver the courses to students. Current LTI National Faculty Instructors guide potential LTI instructors through a series of exercises and interactions that demonstrate best practices for the successful teaching all LTI courses. To become an LTI instructor, individuals must complete LTC 501, LTC 790 and the course the individual will be instructing. Required for LTI instructors

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The NIAAA Professional Development Academy has programs leading to 4 nationally accredited levels of Interscholastic Athletic Director Certification

- Registered Athletic Administrator (RAA) – LTC 501, LTC 502
- Registered Middle School Athletic Administrator (RMSAA) – LTC 501, LTC 502, LTC 504, LTC 700, LTC 701
- Certified Athletic Administrator (CAA) – 2 years experience and current employment as an AD, LTC Courses 501, 502, 504, 506, passing the CAA certification exam, and Personal Data Form
- Certified Master Athletic Administrator (CMAA) – CAA, LTC 501, 502, 504, 506; 508; 3 courses each from the Operations group (600) and the Leadership group (700), completion of CMAA Project, and Personal Data Form – points earned subsequent to award of CAA (except LTC courses)

Please see page 2 for registration form and payment details – note registration deadlines

NMADA
Leadership Training Courses
Course Registration Form
Monday, July 25, 2016

Crowne Plaza Hotel, Albuquerque, NM

1. Student Information

First Name: _____ M.I. _____ Last Name: _____

School: _____ Phone: _____

Address: _____ Cell: _____

City: _____ State _____ Zip: _____

E-mail: _____ NIAAA# _____

Note – The NIAAA# is the NIAAA member number or website ID#, contact Scott Evans if unknown

2. Course Enrollment

Member Fees Non-Member - Fees Total

_____ LTC 511 – Monday, July 25 th , 9:00am – 1:00pm	\$89.00	\$99.00	\$ _____
_____ LTC 608 – Monday, July 25 th , 1:00pm – 5:00pm	\$89.00	\$99.00	\$ _____
_____ LTC 790 – Monday, July 25 th , 5:00pm – 9:00pm	\$89.00	\$99.00	\$ _____

Note - NMADA Members - \$89.00, Others - \$99.00

Credit Code (if applicable) _____ (\$50.00)

Note – see page 1 for information on 1st time credit

TOTAL \$ _____

3. Payment Processing:

_____ Check enclosed (Check # _____) payable to NMAA-NMADA

_____ Purchase order enclosed (PO # _____) payable to NMAA-NMADA

_____ Registration/guarantee, payable to NMAA-NMADA, payment to follow

Registration/payment to: **Scott Evans, CMAA**
NMAA-NMADA
6600 Palomas NE
Albuquerque, NM 87109

Fax: 505-923-3114
E-mail scott@nmact.org

REGISTRATION DEADLINE – Monday, July 11, 2016

Note – Late registrations are allowed, materials may be delivered post conference

**NEW MEXICO ATHLETIC DIRECTORS ASSOCIATION
MEMBERSHIP FORM – 2016-17 SCHOOL YEAR
(Please Print Legibly)**

NAME: _____
Last First Middle Initial

SCHOOL/DISTRICT: _____ SCHOOL PHONE: _____

SCHOOL ADDRESS: _____ SCHOOL FAX: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ CELL: _____

PRINCIPAL: _____ SUPT.: _____

Please indicate your general areas/levels of athletic director/coordinator duties:

_____ Senior High School Only _____ MS/JH Only _____ Senior High and MS/JH

_____ City/District System _____ Assistant AD/AC* _____ Retired/Other

Please indicate current additional roles/duties (if any) with your school/district:

_____ Teacher _____ Coach _____ Assistant Principal _____ Other (please list below)

Please indicate source of dues payment/funding:

_____ School/District _____ Personal _____ Boosters/Other

Do you currently hold a NM Administrative License: _____ Yes _____ No

Are you a current member of NIAAA: _____ Yes _____ No

Number of years of experience as an Athletic Director/Coordinator: _____

MEMBERSHIP FEES: High School or High School and MS/JH - \$50.00
Lifetime-Retired - \$50.00
MS/JH or Assistant AD/AC* or Retired or Others - \$25.00

*Note – Assistant AD/AC open to assistants and administrative assistants when combined with a full \$50.00 membership from the same school/district

PLEASE MAKE P.O.'s AND CHECKS PAYABLE TO NMAA-NMADA AND SEND TO:

**SCOTT EVANS
NMAA-NMADA
6600 PALOMAS NE
ALBUQUERQUE, NM 87109**

**E-mail: scott@nmact.org
Phone: 505.923.3278
Fax: 505.923.3114**



2016-17 ROOKIE A.D. WORKSHOP

Presented by

New Mexico Activities Association

and

New Mexico Athletic Directors Association



Day/Date: Wednesday, August 17th, 2016

Time: 10:00am to 3:00pm (lunch provided)

Place: NMAA Offices – Hall of Pride and Honor

Topics:

- NMAA Staff – Building Relationships
- NMAA Sportsmanship – “Compete with Class”
- NMAA Website as a Resource
- MaxPreps Data System
- NMAA Corporate and Media Information
- NMAA/NMOA Officials information
- NMAA Eligibility and Petitions
- NMAA Coaching and Participation Regulations
- NMAA Resources and Professional Development
- NMADA/NIAAA Membership, Benefits and Programs

Registration: Complete and return to Scott Evans via FAX (505.923.3114), or scan/e-mail to: scott@nmact.org

Name _____ School _____

Phone _____ E-Mail _____